

Washington County

Job Description



Title:	Meals-On-Wheels Driver/Dishwasher/Janitor	Code:	
Division:	Operations	Effective Date:	06/10
Department:	Council on Aging	Last Revised:	08/14

GENERAL PURPOSE

Performs a variety of **routine semi-skilled and skilled duties** as needed to operate a delivery vehicle in the process of delivering meals to homebound seniors. Performs a variety of **unskilled, routine duties** as needed to maintain cleanliness in the Senior Citizen kitchens and facilities.

SUPERVISION RECEIVED

Works under the immediate to close supervision of the Center Supervisor.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Meals on Wheels Driver:

Drives delivery vehicle on pre-scheduled routes to provide elderly with meal services; reviews daily route sheets to verify accuracy of number and type of meals to be delivered; delivers meals and observes the general condition of client with regard to health and safety; may communicate client concerns to supervisor for referral for related agency sponsored or coordinated services.

May assist on the food tray line as needed to package and load meals; assures proper preparation of total number and special diet meals.

Assures proper fuel and other fluid levels; regularly performs vehicle and equipment safety checks; cleans vehicle; maintains various travel and delivery records.

Maintains record of daily changes in route; may maintain route log; prepares reports as required.

Dishwashing: Washes dishes, silverware, cooking utensils, bowls, glasses and anything that will fit inside sterilizer.

Cleans and sanitizes work stations; monitors chemicals and fluid levels in sterilizer to assure proper and effective operation; refills as needed.

Puts cleaned items away in proper storage locations.

Janitorial (as may be assigned): Sweeps and mops floors.

Washes windows and polishes furniture; dusts woodwork, furniture, and other articles; cleans drinking fountains.

Performs a variety of repair tasks involving or assisting in electrical outlets and devices, plumbing, cement and paint work as required; cleans, maintains, and stores equipment.

Gathers and disposes of refuse; cleans office waste receptacles; maintains and orders supplies and equipment.

Cleans and sanitizes rest room sinks and bowls; maintains supplies in rest rooms as needed.

As needed, arranges furniture for special meetings and functions; replaces burned out bulbs; secures building by insuring doors and windows are properly locked.

Performs related duties as required or assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. High school graduation or GED;

AND

B. No experience necessary but must show sufficient education and training to demonstrate an aptitude or ability to perform above and related duties.

2. Required Knowledge, Skills, and Abilities:

Considerable knowledge of vehicle operation and safety regulations; **working knowledge** of basic automotive maintenance; of geographical regions serviced; of state highway and driving laws; **some knowledge** of the special needs of senior citizens; **Some knowledge of** kitchen functions, organization and cleaning methods; safety and health requirements associated with industrial kitchen equipment and operations.

Ability to establish effective working relationships with supervisors, co-workers, and senior citizens; ability to communicate effectively, verbally and in writing; ability to perform physically demanding tasks related to lifting.

3. Special Qualifications:

Must possess a valid Utah Driver's License.

Must obtain a Utah State Food Handlers Permit within 2 months of employment.

Must submit to and pass a criminal background check.

Must take and pass a pre-employment drug test.

4. Work Environment:

Tasks require variety of physical activities, generally involving muscular and sensory strain, such standing, stooping, sitting, reaching, talking, hearing and seeing. Common eye, hand, finger, leg and foot dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and some creative problem solving. Rapid response motor skills required in the operation of multi passenger vehicles. Continuous travel required in the normal course of job performance.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.